



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WAYNE STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: September 30, 2005

**CLASSIFICATION:** Associate Governmental Program Analyst  
Sacramento

**FINAL FILING DATE:** October 14, 2005 or Until Filled

**SALARY:** \$4111-4997

**POSITION LOCATION:** 1515 K Street, Ste: 200, Sacramento

**DUTIES AND RESPONSIBILITIES** – Under the direction of the Director of Education and Outreach, the AGPA is responsible for managing the overall activities of the Troops Against Predatory Scams (TAPS) program. TAPS is an investment education program that alerts and educates troops and their families throughout California about how to avoid falling victim to investment fraud. Duties include planning, supervising and executing TAPS presentations in target communities statewide; assisting the Director with organizing, managing, and evaluating program activities, along with developing an overarching strategic plan. The AGPA will help identify processes, procedures and techniques utilizing a variety of resources to accomplish program objectives, as well as track program data, evaluate program performance, report to Director on results and develop additional outreach methods as appropriate. As the Department liaison for the statewide TAPS program, the AGPA will facilitate partnerships with appropriate federal, state and local agencies as well as with private organizations and individuals; work with volunteer coordinators to increase the number of educational events held statewide; field telephone calls from military personnel with TAPS-related questions and refer them to DOC attorneys as necessary; conduct presentations and provide materials to public and private community organizations that support military members and seniors. Will act as the program spokesperson at large public awareness and outreach events. Travel is required.

### **DESIRABLE QUALIFICATIONS**

- ◆ Motivated Self Starter.
- ◆ Good public speaking skills.
- ◆ Handle with courtesy and tact a wide variety of public contacts.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Ability to travel (intrastate).
- ◆ Experience with volunteer campaigns, communications, and database management.
- ◆ Familiarity with senior and military issues.
- ◆ Dependable, able to adjust to shifting priorities and varied work schedule.
- ◆ Proficiency on PC utilizing Microsoft Word, Excel, etc.

**WHO MAY APPLY** – State employees who are currently at the Associate Governmental Program Analyst level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) are encouraged to apply. If you have any questions regarding the position, please contact Andrew Roth at (916) 327-7164 or CalNet 8-467-7164. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#05-SRD0013** under the job title).

### **SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Human Resources Office, Attention: Kiley Hanchen (RPA#05-SRD0013 )  
1515 K Street, Suite 200, Sacramento, CA 95814  
(916) 327-8914 or CALNET 8-467-8914

**05SRD0013**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.